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Job details

Job 1 of 1

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Requirements **POSITION REQUIREMENTS:** Permanent employees of Los Angeles County who hold the payroll title of Payroll Clerk I or hold a comparable item which performs similar types of work at an equivalent level in salary and complexity are invited to submit (1) a cover letter and resume detailing relevant experience, (2) copies of the last two performance evaluations, and (3) a time history report of the last two years.

NOTE: RESUMES ARE ACCEPTED ONLINE ONLY. Please fax required documents to (213) 947-4848 on the day of submitting your resume online. Please include your name, position title, and bulletin number on all faxed documents.

All materials submitted will be evaluated. Only the most qualified individuals will be invited to participate in an interview.

Desirable Qualifications

- Experience performing payroll work, resolving payroll problems, and meeting payroll deadlines;
- Experience processing payroll for a large number of employees;
- Excellent customer service skills;
- Strong analytical and organizational skills;
- Strong verbal and written communication skills.

Duties

- Enter and monitor payroll data necessary to produce total pay using eHR and, if applicable, CWTAPPS;
- Perform payroll work necessary to resolve payroll problems and meet payroll deadlines;
- Apply the provisions of the Los Angeles County Code, the Interpretive Manual, and applicable Memoranda of Understanding (MOUs) to process payroll;
- Perform limited manual calculations as necessary.

Vacancy Information This vacancy is located in the Shared Services Division at 3470 Wilshire Blvd., Los Angeles CA 90010.

Available Shift Day

Contact Name Daniel Ramirez

Contact Phone (213) 974-1278

Contact Email dramirez@auditor.lacounty.gov

Job Field Clerical

Job Type Administrative Support

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